



Skill India  
कौशल विकास - कुशल भारत



भारत सरकार / Government of India  
कौशल विकास एवं उद्यमशीलता मंत्रालय/  
Ministry of Skill Development & Entrepreneurship  
क्षेत्रीय कौशल विकास एवं उद्यमशीलता निदेशालय, तमिलनाडु/  
Regional Directorate of Skill Development and Entrepreneurship, Tamil Nadu



PH: 044-22501211, 22500252

DIR: 044-22501460

Email: rdsde-tn-msde@gov.in

नं./No: RDSDE/CH/F-17012/2020-21/Adm/ 1705

दिनांक /Date: 06.08.2020

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### CIRCULAR

The Independence Day will be celebrated at this Institute on 15.08.2020 (Saturday) The National Flag will be hoisted by Shri K. Srinivasa Rao, Regional Director, RDSDE, Tamil Nadu at 8.30 A.M in front of the Admin Building. Therefore, all the staff members are requested to participate in the Nation Function, in time, and make it a grand success.

(T.V. Rajasekar)

Deputy Director/AO

Copy to:-

1. The Hostel Supdt. & Hostel Clerk are directed to arrange and co-ordinate timely hoisting of National flag and lowering Nation flag before sunset, distribution of sweets etc.
2. Shri. S. Chockalingam, TO/Security Officer will be responsible for the opening & closing of offices wherever needed.
3. Smt. J. Jayanthi, Care taker will arrange for the Flag hoisting celebration of this Institute.
4. Shri. Parthasarathy, MTS will make arrangements for photo & video coverage.
5. Smt. Rejani P.S.T.O., & Smt. K. Hemalatha, V.I will make arrangements for providing PA systems.
6. Shri. K.E. Ravi, W/att will make help of arrangements for providing PA systems.
7. Notice Boards

Copy for information to:-

1. The Executive Director, NIMI, Chennai -32
2. The PAO, MSDE/MOLE, Chennai-32
3. The HOO, NCSC, Chennai-32
4. AE/JE, CPWD (Civil/Electrical) RDSDE Chennai Campus.
5. The Branch Manger, UBI, RDSDE Campus, Chennai-32

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6/8/20



भारत सरकार / Government of India

कौशल विकास एवं उद्यमशीलता मंत्रालय/

Ministry of Skill Development & Entrepreneurship

क्षेत्रीयकौशलविकासएवंउद्यमशीलतानिदेशालय, तमिलनाडु/

Regional Directorate of Skill Development and Entrepreneurship, Tamil Nadu

PH: 044-22501211, 22500252

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Email:rdsde-tn-msde@gov.in

No. RD/MS/T-17012/2019-20/Admn.

Date: 10.08.2020

**OFFICE ORDER**

The following duties and responsibilities are hereby allocated to the staff members of this institute in connection with Celebration of Independence Day 2020 Celebrations, as detailed below:-

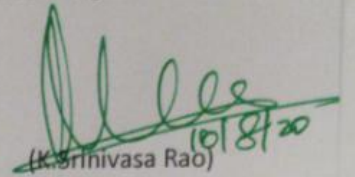
Sl No	Description	Name & Designation
01	Flag Hoisting Ceremony	Shri N. Ragavendar, UDC Shri. K.Shankar, V.I
02	PA system arrangements	Smt. P.S. Rejani, T.O Smt. Hemalatha, V.I
03	Photo & Video Coverage	Smt. Soniya Vijayanandan, T.O Shri. Digg Vijay Kumar, MTS
04	Vehicle Arrangements	Shri. N.Ramesh Kumar, T.O
05	Driver Duty	Shri. Murali
06	Opening Closing of Office	Shri. S.Chockalingam, T.O/ S.O Smt. J.Jayanthi, Care Taker
07	Colour Flag Arrangement	Shri. Kubex Mathiah, LDC Shri.Vikas Kumar, MTS Shri. Sambath Kumar, MTS Shri. Santhosh Kumar, MTS
08	Food Distribution	Shri. S. Gnana Sundaram, W/Att. Shri.B.P.Mahendran, MTS Shri. Manoj Kumar, MTS Shri. Akhilesh Kumar, MTS Shri. Ravindra Kumar, MTS Shri. Srikanth Kumar, MTS Shri. Digg Vijay, MTS Shri. J.Nithyaraj, MTS Shri. U.Babu, MTS Neeraj kumar,MTS.
09	Food Arrangement /Sweet Distribution/ Purchase	Overall Coordination Smt. A. Arulmozhi, H.S Smt. J.Jayanthi, Care Taker Smt. R.Usha, UDC

Shri. Manu Kumar, T.O, is hereby directed to look after the overall co-ordination for the above assigned duties.

All the Hostel Attendants are directed to stay till the end of the programme , They may leave from the campus on completion of the programme after REPORTING to the Hostel Superintendent.

Cleaning staff of respective workshops / admin office should ensure proper cleaning after completion of breakfast.

The staff members are requested to perform the above assigned duties for making the function a grand success.

  
(K. Srinivasa Rao)  
Regional Director

Copy to:-

1. All the above staff members.
2. HOO /Adm Officer / D.D.O.
3. PA to Director
4. 4. Notice Board.